

Assistant Head: Assessment, Recording and Reporting Job Description

Department: SLT

Direct Reporting Line: Head of School

Job Purpose:

- Maintain clear policies on assessment practices and ensure they are standardised and understood at all levels
- Ensure student assessment systems are robust, reliable and valid. That they can be used to inform future planning, used to track student progress, used to track staff performance and used to inform parents how well their children are performing.
- Implement a strategy for improving student attainment
- Lead middle leaders in understanding and utilizing the assessment system for the purposes above and for inspection purposes
- Liaise with IT staff over fully utilizing our Data Management System (iSams)
- Lead the reporting of performance data to parents
- Ensure that all external examinations, tests and surveys are administered efficiently and effectively (in liaison with curriculum co-ordinators as appropriate)
- Support academic and pastoral middle leaders in monitoring the impact of teacher interventions
- Support staff in the analysis and interpretation of relevant data for inspection and accreditation visits
- Liaising with universities counselor and DP co-ordinator regarding student transcripts (secondary only)
- Working with counterparts in other phases over transition of data between phases

Key Relationships (Internal and External):

Key Accountabilities:

The responsibilities of each senior leader are role dependent and will be delegated by the Head of School. However, the overriding aims of every senior leader are as follows.

- Foster an aspirational school culture and get the best out of teachers and leaders through coaching, delegation, holding them to account and inspiring them to act. Ensure that genuine distributed leadership leads to collective responsibility and accountability.

The Senior Leader achieves this through,

- ensuring alignment of school practices to whole school guiding statements
- leading regular line management meetings with middle leaders
- leading sections of the appraisal process across the school
- ensuring that staff successes are celebrated appropriately

- Make informed decisions and devise school improvement plans, that are values driven and based on evidence from effective self-evaluation. Recognise opportunities and threats and manage the complexity of leading in a large international school, in order to successfully lead staff through institutional developments.

The Senior Leader achieves this through,

- Designing and applying robust self-evaluation systems
- Leading the creation of development plans for middle leaders and holding them to account
- Purposefully planning how any institutional change will be managed and communicated

- Communicate, build relationships and inspire confidence in all stakeholders, especially young children, from a variety of backgrounds.

The Senior Leader achieves this through,

- Being visible around the school and in classrooms
- Celebrating student success in line with the values of the school, Taaleem and the IB
- Making yourself available to parents
- Providing regular discussion forums on topics of interest to parents
- Playing a full part in all Taaleem Job-a-Like meetings
- Providing regular reports on progress and developments to the Head of School

- Support the Head of School in leading professional development in Teaching and Leadership across the school, in order to build the capacity for further institutional development. Support the Head of School in recruiting and retaining staff that epitomise the ethos and approaches of the school and the IB.

The Senior Leader achieves this through,

- Providing in-house professional development sessions throughout the year
- Supporting the induction of new staff
- Providing both a formal and informal support network for staff that helps them overcome professional and personal challenges

- Promote the school through public speaking, social media and through building relationships with external organisations.

The Senior Leader achieves this through,

- Taking an active and direct role in promoting transition
- Speaking at external events and writing articles for local publications
- Contributing to official Uptown social media feeds
- Highlighting, to the marketing department, events and achievements that promote the success of the school
- Representing the school at external events, such as the IB conference and KHDAs What Works
- Welcoming external partners into school

- Supporting the Head of School to manage the day to day running of the school in order to maximise opportunities for student success.

The Senior Leader achieves this through,

- Working with the other members of the WSLT to ensure that the school is compliant with all

- regulatory and compliance guidelines
- Holding staff to account for the use of any delegated budgets
- Liaising with the Bursar and facilities manager to ensure that maintenance issues are dealt with efficiently
- Ensuring that internal communications (briefings, bulletins, etc) are well executed for smooth running of the school
- Drive the school to ever improving outcomes for all students, by all measures, including those set out by the UAE National Agenda.

The Senior Leader achieves this through activities dependent on specific role

- Contribute effectively to the appropriate school leadership team and play a wider role in developing leadership across Uptown and Taaleem.

The Senior Leader achieves this through,

- Attending leadership meetings
- Preparing reports and presentations for the leadership team on key issues within the school
- Challenging other leadership team colleagues on their proposals, to ensure only robust initiatives are approved.
- Working with other senior leaders to ensure systems and practises are aligned and not contradictory
- Supporting the Head of School in writing Job Descriptions and School Policy documents
- Supporting leadership colleagues in both public and private forums through practical help, emotional support and reputational promotion.
- Reporting developments and challenges to the Head of School in a formal and regular manner
- Lead the safeguarding and pastoral care of students, ensuring that barriers to learning are removed or mitigated for.

The Senior leader achieves this through activities dependent on specific role

- Monitor the effectiveness of the curricular and co-curricular provision and make improvements as necessary. and students are given ample opportunity to discover their passions.

The Senior Leader achieves this through activities dependent on specific role

- Prepare all personnel, systems and avenues of communication for all external Inspections, evaluation visits and accreditation visits

The Senior leader achieves this through,

- Ensuring that the middle leaders of the school are familiar with all requirements of the process, especially how their day to day work contributes towards it
- Work with the leadership team to ensure that all internal school systems, policies and practices support the school's success in these processes

In addition, all senior leaders will be expected to deputize for the Head of School on appropriate occasions.

Person Specification:

Education: A Master's Degree or higher in Educational Leadership or professional qualification, such as NPQSL (Desired) or a commitment to undertaking the NPQSL course (Required)

Experience: At least three years in a middle or senior leadership role (Required), Experience of working with DSIB, OFSTED or similar school inspection authority (Desired), Knowledge and understanding of the IB curriculum (experience in an IB school is desirable but not essential), Experience of working in an international school setting (Desired), Fully qualified to teach in the UAE (Required)

Competencies:

- Excellent communication skills including high standards of professionalism in written and spoken English
- Organised and works to deadlines
- Strong IT skills including the ability to carry out calculations and data analysis in Excel.

Attributes:

- Knowledgeable, Reflective, Inquirer, Thinker
 - Empathises with values of the school
 - Student of learning and leading
 - Solutions focused
 - Believes in the potential of all students
 - Committed to personal development
- Caring and Open minded
 - Sees leadership as a service to others
 - Internationally minded and inter-culturally sensitive
 - Sense of humour and humility
 - Tough but kind
- Conscientious
 - Motivated by challenge
 - Resourceful
 - Does what it takes to get things done
- Communicator and Risk Taker
 - Communicates effectively to large and small audiences
 - Statesman like on public occasions
 - Happy to be the centre of attention to support the school
- Principled and Balanced
 - Composed under pressure
 - Retains responsibility under pressure
 - Resilient when faced with set backs

- Flexible when conditions change
 - Always prioritises the needs of the school
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Acceptance and Approvals

Confirmed by Employee:

Signed:

Date:

Reviewed by Line Manager:

Signed:

Date: